



HQINST 5100.1

15 JUL 2005

HEADQUARTERS INSTRUCTION 5100.1

Subj: COAST GUARD SAFETY AND OCCUPATIONAL HEALTH COUNCIL


1. PURPOSE. This Instruction establishes the charter for a Coast Guard Safety and Occupational Health Council (CGSOHC).
2. ACTION. The Assistant Commandants for Human Resources (CG-1); Marine Safety, Security and Environmental Protection (G-M); Operations (G-O); and Engineering and Logistics (CG-4), shall ensure that the provisions of this Instruction are implemented.
3. DIRECTIVES AFFECTED. HQINST 6260.1C, Marine Safety Occupational Health Committee, is hereby cancelled
4. DISCUSSION.
 - a. As the Coast Guard establishes Sectors, marine safety and many operational missions will be managed through a unified chain-of-command. Accordingly, a risk management approach for all Coast Guard field programs and operations that ensures coordination and discussion related to safety and occupational health issues must occur across the Headquarters Directorates. Examples of emerging cross-directorate issues are Personal Protective Equipment (PPE), Safe Work Practices (SWP), and Safety Risk Management (SRM).
 - b. The Marine Safety Occupational Health Committee (MSOHC) was formally established in 1991, after existing in various forms since the 1980's, to guide development of and address issues related to field-level safety and occupational health (SOH) programs for marine safety units. As field level activities become more integrated, the focus of that committee expanded and can now serve as the model for the CGSOHC to address all Coast Guard field activities.
 - c. The CGSOHC shall coordinate and communicate across Directorates to promote a culture within the Coast Guard that facilitates effective, comprehensive SOH programs for all operational units, ensures uniformity for those SOH programs, monitors SOH program effectiveness, and eliminates duplication of effort.


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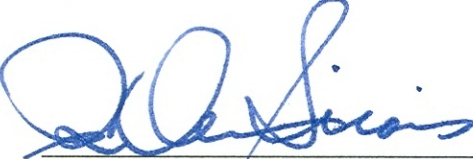
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5. REQUIREMENTS. Enclosure (1) is the charter for the CGSOHC. Enclosures (2), (3), and (4) are charters for standing committees of the CGSOHC.


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- Enclosures: (1) Coast Guard Safety and Occupational Health Council (CGSOHC) Charter
(2) CGSOHC Personal Protective Equipment Standing Committee Charter
(3) CGSOHC Safety Risk Management Standing Committee Charter
(4) CGSOHC Safe Work Practices Standing Committee Charter

COAST GUARD SAFETY AND OCCUPATIONAL HEALTH COUNCIL CHARTER

1. NAME. The Council shall be known as the Coast Guard Safety and Occupational Health Council (CGSOHC).
2. PURPOSE. The purpose of the CGSOHC is to establish a culture within the Coast Guard that facilitates an effective Safety and Occupational Health (SOH) program; improves communication across Directorates; promotes a comprehensive SOH program which can be implemented at all operational levels to ensure uniformity; monitors SOH program effectiveness; and eliminates duplication of effort.
3. MEMBERSHIP. The CGSOHC shall be comprised of the following members:
 - a. Assistant Commandant for Human Resources (CG-1) – Chair
 - b. Assistant Commandant for Marine Safety, Security and Environmental Protection (G-M)
 - c. Assistant Commandant for Operations (G-O)
 - d. Assistant Commandant for Engineering and Logistics (CG-4)
 - e. Director of Health and Safety (CG-11) – Permanent Secretariat
4. RESPONSIBILITIES.
 - a. The Coast Guard Safety and Occupational Health Council shall:
 - (1) Review and facilitate:
 - (a) integration of SOH activities within appropriate Leadership Council Management Agenda Items and the Coast Guard Strategic Plan;
 - (b) development and implementation of SOH policy for Coast Guard personnel;
 - (c) funding for implementation of SOH activities, including safety equipment;
 - (d) allocation of existing and acquired SOH personnel resources;
 - (e) identification of SOH training needs for Coast Guard personnel;
 - (f) research and special studies to define SOH risks;
 - (g) identification of SOH issues for all new and emerging missions prior to implementation;

- (h) examination of cross-directorate and cross-programmatic SOH issues for conflicts and/or areas of improvement;
 - (i) creation and use of dashboard measures to determine the effectiveness of ongoing activities, processes and programs; and,
 - (j) evaluation of field SOH equipment requirements.
- (2) Establish CGSOHC standing committees, as needed, to address critical SOH issues;
- (3) Meet quarterly or more often as necessary; and
- (4) Periodically report on the status of SOH programs to the Chief of Staff. The Executive Secretariat shall:
 - (a) schedule meetings in accordance with this Instruction;
 - (b) record and disseminate CGSOHC meeting minutes; and
 - (c) relay task directions from the CGSOHC to the appropriate standing committee(s).
- 5. STANDING COMMITTEES. Each committee shall meet quarterly or more often as established by the CGSOHC. Membership of the committee shall consist of an assigned representative from each Council member's staff, Area staff, MLC staff and appropriate field units for the issues considered, and shall be chaired as appointed by the CGSOHC. Each committee shall submit a charter and periodically report to the Council on their actions. The following committees shall be permanently established:
 - a. Personal Protective Equipment (PPE). Systematically address PPE management and coordination across all Directorates. Chaired by Chief, Office of Boat Forces (G-OCS). At a minimum the committee shall:
 - (1) review emerging practices and missions to determine appropriate PPE;
 - (2) develop a risk-based PPE selection process to serve as a standard for the identification of equipment specifications;
 - (3) coordinate efforts to procure, distribute and maintain appropriate PPE for field units; and
 - (4) review existing PPE allocations and adjust as appropriate.
 - b. Safe Work Practices (SWP). Review existing work practices across all Directorates utilizing a job task analysis approach and risk based decision making guidelines.

Facilitate development of new work practices and maintain a database of Coast Guard approved SWP. Chaired by Director of Field Activities (G-MO). At a minimum the committee shall ensure development and standardization of SWP for:

- (1) Confined Space Entry/Gas Free Engineering;
 - (2) Motor Vehicle Safety;
 - (3) Emergency Vehicle Operation, Equipment and Driver Qualifications;
 - (4) Vessel Trailing;
 - (5) Noise Exposure;
 - (6) Lockout Tagout Procedures; and
 - (7) Thermal Stress.
- c. Safety Risk Management. Facilitate the use of Operational Risk Management (ORM) throughout Coast Guard missions and the use of Risk Based Decision Making (RBDM) processes in all facets of policy planning and implementation. Chaired by Chief, Office of Safety and Environmental Health (CG-113). At a minimum the committee shall:
- (1) develop tools to aid in implementation of ORM;
 - (2) coordinate cross directorate implementation of ORM, Crew Endurance Management, Crew Resource Management, Maintenance Resource Management and RBDM; and
 - (3) incorporate ORM in strategic policy creation.

**COAST GUARD SAFETY & OCCUPATIONAL HEALTH COUNCIL (CG-SOHC)
PERSONAL PROTECTIVE EQUIPMENT STANDING COMMITTEE (PPESC)
CHARTER**

1. Name. The committee shall be known as Personal Protective Equipment Standing Committee (PPESC); hereafter referred to as the PPESC. This Charter outlines the PPESC purpose, composition, and procedures.
2. Definitions. In the context of this Charter, personal protective equipment (PPE) is defined as “all safety, survival, protective and detection equipment and clothing used by Coast Guard personnel to perform their missions.”
3. Purpose. This Charter establishes the mission, functions, authority, membership and responsibilities of the PPESC. The PPESC is a working committee intended to focus on PPE issues between program managers, resource sponsors and developers by systematically addressing PPE selection management, coordination, logistics, training, and planning across all Directorates. It will provide a forum for joint decision making and information sharing on PPE issues that affect the safety and performance of Coast Guard members. Specifically, the PPESC will:
 - a. Develop and use a risk-based PPE selection process as a means to review organizational PPE issues and requirements (including emerging practices) and to determine appropriate PPE within the context of other risk management approaches (e.g., engineering controls);
 - b. Determine policy and doctrinal requirements and advise responsible offices;
 - c. Review existing PPE allocations and adjust as appropriate;
 - d. Coordinate efforts to provide appropriate PPE, resources, and information to field units;
 - e. Provide input to responsible offices for prioritizing resource requirements, implementation, acquisition, and sustainment of PPE through the Resource Proposal (RP) process, and;
 - f. Interact with developers and suppliers on PPE requirements and their prioritization of new product development and improvement effort.
4. Committee Composition. Committee Members shall be determined and assigned by the CGSOHC as outlined in this Charter. Committee membership will be comprised of offices outlined in Appendix I to this enclosure. The PPESC will be chaired by Commandant (G-OCS). The roles of the Chair and Committee Members are as follows:
 - a. Committee Chair. The Chair has final decision on all issues brought before the PPESC except where a higher level authority within the Coast Guard, the

Department of Homeland Security (DHS) or Other Government Agency (OGA) is involved or has ultimate management and control of the affected item. The Chair's responsibilities include:

- (1) Coordination and overall management of the PPESC;
 - (2) Serving as a voting member during PPESC meetings;
 - (3) Maintaining a list of prioritized action items; and
 - (4) Briefing the CGSOHC on the top three issues identified during PPESC meetings at the CGSOHC quarterly meetings.
- b. Committee Members. Assigned Coast Guard elements will serve as voting members and designate a representative to attend meetings of the PPESC and vote on their behalf. Committee Members are listed in Appendix I to this enclosure.
- c. Advisory Committee Members. Upon request of the PPESC Chair, Advisory Coast Guard elements will provide representatives to attend meetings of the PPESC and advise the voting board on PPE issues. Potential Advisory Committee Members are listed in Appendix I to this enclosure.
- d. Technical Support Teams (TST). TSTs are sub-committee work groups directed and appointed by the PPESC that independently address and provide advice on a specific issue or issues (e.g., PPE related to a single user community or geographic profile and the PPE priorities within those respective communities). These groups may be organized by geographic regions (e.g., Areas, Districts, Sectors and Groups), by type of assets (e.g., aviation, cutter, boat, shore), by activity (e.g., LE, SAR, PS, MS, etc.), or as directed by the PPESC. Each TST shall regularly present information to the PPESC on:
- (1) Current PPE deficiencies in regards to policy, materials, workmanship, maintenance procedures, safety concerns, availability or other logistical element;
 - (2) PPE for changing or emerging threats or missions;
 - (3) Total PPE life-cycle costs, if known;
 - (4) PPE training and other logistics considerations;
 - (5) PPE issues affecting quality of life/habitability; and
 - (6) Emerging PPE technologies and possible new product development.

5. Procedures. The PPESC will meet quarterly to participate in briefings and meetings on PPE initiatives, discuss issues and requirements, review submitted action items and establish a priority list for future developments and acquisitions. Quarterly meetings will be attended by all Committee Members or an alternate designated by the organizational element. A recorder, provided by the Office of Safety and Environmental Health, Commandant (CG-113), shall record all meeting proceedings. The top three recommendations from the PPESC quarterly meeting shall be forward to the CGSOHC for tracking. The meeting format will remain flexible but will include at a minimum:
- a. **Introductions** of all participants;
 - b. **Recap of previous quarterly meeting.** All projects that were modified in status from the previous quarterly meeting will be discussed. This includes those issues upgraded, downgraded, added, and closed;
 - c. **TST presentations.** Assigned TSTs will present the results of their investigations;
 - d. **Application & prioritization voting.** The collective Committee Members will determine application of PPE issues and prioritize new and existing actions. In addition, items deemed “closed” will be removed from the active list with appropriate documentation; and
 - e. **Vendor visits.** Invited vendors may participate in briefings to inform the board and attendees of their products and/or services.

Appendix I - CGSOHC PPESC Membership

Committee Membership		Potential Advisory Committee Members	
Commandant, G-OCS (Chair)		Commandant, G-MSE	Immigration & Customs Enforcement
Commandant, G-OCA		Commandant, G-MP	
Commandant, G-OCX		Commandant, G-OPR	Customs and Border Protection
Commandant, G-OPC		Commandant, CG-132	
Commandant, G-OPD		AR&SC	Secret Service
Commandant, G-OPL		ELC	Navy Clothing & Textile Research Facility
Commandant, G-MOR		LANTAREA	
Commandant, G-MOC		PACAREA	Naval Air Systems Command
Commandant, CG-45		D1	
Commandant, CG-41		D5	Naval Sea Systems Command
Commandant, CG-113		D7	
		D8	Naval Safety Center
		D9	Air Force Safety Center
Recorder – CG-113 (non-voting)		D11	Army Combat Readiness Center
		D13	
		D14	
		D17	
		Coast Guard R&D Center	

**COAST GUARD SAFETY & OCCUPATIONAL HEALTH COUNCIL (CG-SOHC)
SAFETY RISK MANAGEMENT STANDING COMMITTEE (SRMSC) CHARTER**

1. Name. The committee shall be known as Safety Risk Management Standing Committee hereafter referred to as the SRMSC. This Charter outlines SRMSC purpose, committee composition, and procedures.
2. Definitions. In the context of this Charter, safety risk management refers to any systematic risk management processes used by Coast Guard personnel to prepare for and perform their missions in a safe and effective manner.
3. Purpose. This Charter establishes the mission, functions, authority, membership and responsibilities of the SRMSC. The SRMSC is a working committee intended to focus on SRM issues between program managers, resource sponsors and developers by systematically addressing SRM coordination, training, and planning across all Directorates. It will provide a forum for joint decision making and information sharing on SRM issues that affect the safety and performance of Coast Guard members. Specifically, the SRMSC will:
 - a. Review organizational SRM issues and requirements (including emerging practices) to determine appropriate SRM processes;
 - b. Advise responsible offices on policy and doctrinal requirements;
 - c. Coordinate efforts to provide appropriate SRM resources, training, and information to field; and
 - d. Prioritize resource requirements, funding, and logistics support for SRM processes and provide input to responsible offices for Resource Proposals (RPs) to implement and/or integrate SRM processes and activities.
4. Committee Composition. Committee Members shall be determined and assigned by the CGSOHC as outlined in this Charter. Committee membership will be comprised of offices outlined in Appendix I to this enclosure. The SRMSC will be chaired by Commandant (CG-113). The roles of the Chair and Committee Members are as follows:
 - a. Committee Chair. The Chair has final decision on all issues brought before the SRMSC except where a higher level authority within the Coast Guard, the Department of Homeland Security (DHS) or Other Government Agency (OGA) is involved or has ultimate management and control of the affected item. The Chair's responsibilities include:
 - (1) Coordination and overall management of the SRMSC;
 - (2) Serving as a voting member during SRMSC meetings;

- (3) Maintaining a list of prioritized action items; and
 - (4) Briefing the CGSOHC on the top three issues identified during SRMSC meetings at the CGSOHC quarterly meetings.
 - b. Committee Members. Assigned Coast Guard elements will serve as voting members and designate a representative to attend meetings of the SRMSC and vote on their behalf. Committee Members are listed in Appendix I to this enclosure.
 - c. Advisory Committee Members. Upon request by the SRMSC, Advisory Coast Guard elements will provide representatives to attend meetings of the SRMSC and advise the voting board on SRM issues. Potential Advisory Committee Members are listed in Appendix I to this enclosure.
 - d. Technical Support Teams (TST). TSTs are sub-committee work groups directed and appointed by the SRMSC that independently address and provide advice on a specific issue or issues, (e.g., SRM related to a single user community or geographic region). These groups may be organized by geographic regions (e.g., Areas, Districts, Sectors and Groups), by type of assets (e.g., aviation, cutter, boat, shore), by activity (e.g., LE, SAR, PS, MS, etc.), or as directed by the SRMSC. TST shall regularly present information to the SRMSC on:
 - (1) SRM deficiencies in regards to policy, procedures, or logistical elements;
 - (2) SRM for changing or emerging threats or missions;
 - (3) SRM training and other logistics considerations;
 - (4) SRM issues affecting quality of life/habitability; and
 - (5) Emerging SRM technologies and processes.
- 5. Procedures. The SRMSC will meet quarterly to participate in briefings and meetings on SRM initiatives, discuss issues and requirements, review submitted action items and establish a priority list for future developments and acquisitions. Quarterly meetings will be attended by all Committee Members or an alternate designated by the organizational element. A recorder, provided by the Office of Safety and Environmental Health, Commandant (CG-113), shall record all meeting proceedings. The top three recommendations from the SRMSC quarterly meeting shall be forward to the CGSOHC for tracking. The meeting format will remain flexible but will include at a minimum:
 - a. **Introductions** of all participants;

- b. **Recap of previous quarterly meeting.** All projects that were modified in status from the previous quarterly meeting will be discussed. This includes those issues upgraded, downgraded, added, and closed;
- c. **TST presentations.** Assigned TSTs will present the results of their investigations;
- d. **Application & prioritization voting.** The collective Committee Members will determine application of SRM issues and prioritize new and existing actions. In addition, items deemed “closed” will be removed from the active list with appropriate documentation; and
- e. **Field unit/vendor visits.** Invited vendors, and field unit representatives, may participate in briefings to inform the board and attendees of SRM-related products and/or services.

Appendix I - CGSOHC SRMSC Membership

Committee Membership		Potential Advisory Committee Members	
Commandant, CG-113 (Chair)		Commandant, G-OCU	Immigration & Customs Enforcement
Commandant, G-MSE		Commandant, G-MOC	
Commandant, G-MOR		Commandant, G-OPD	Customs and Border Protection
Commandant, G-OCS		Commandant, G-OCA	
Commandant, G-OCX		AR&SC	Secret Service
Commandant, G-WTT		ELC	Naval Safety Center
Commandant, CG-41		LANTAREA	
		PACAREA	Air Force Safety Center
		D1	
Recorder–CG-113 (non-voting)		D5	Army Combat Readiness Center
		D7	
		D8	
		D9	
		D11	
		D13	
		D14	
		D17	
		Coast Guard R&D Center	

**COAST GUARD SAFETY & OCCUPATIONAL HEALTH COUNCIL (CG-SOHC)
SAFE WORK PRACTICES STANDING COMMITTEE (SWPSC) CHARTER**

1. Name. The committee shall be known as Safe Work Practices Standing Committee, hereafter referred to as the SWPSC. This Charter outlines SWPSC purpose, committee composition, and procedures.
2. Definitions. In the context of this Charter, safe work practices refers to any systematic set of procedures, tactics, methods, tasks, or means used by Coast Guard personnel to prepare for and perform specific missions, equipment, or processes in a safe and effective manner.
3. Purpose. This Charter establishes the mission, functions, authority, membership and responsibilities of the SWPSC. The SWPSC will champion the development and implementation of SWPs across all Directorates through coordination of program managers, resource sponsors and operators to systematically address SWP coordination, training, and planning. It will provide a forum for joint decision making and information sharing on SWPs in order to positively impact the safety and performance of Coast Guard members. Specifically, the SWPSC will:
 - a. Develop and maintain a centralized, harmonized web-based repository for current and future SWPs;
 - b. Create a systematic, risk-based approach to the development, improvement, and implementation of SWPs; and
 - c. Apply SWP methodology to existing and emergent mission to develop standardized, safe, uniform procedures to accomplishing mission tasks.
4. Committee Composition. Committee Members shall be determined and assigned by the CGSOHC as outlined in this Charter. Committee membership will be comprised of offices outlined in Appendix I of this enclosure. The SWPSC will be chaired by Commandant (G-MO). The roles of the Chair and Committee Members are as follows:
 - a. Committee Chair. The Chair has final decision on all issues brought before the SWPSC except where a higher level authority within the Coast Guard, the Department of Homeland Security (DHS) or Other Government Agency (OGA) is involved or has ultimate management and control of the affected item. The Chair's responsibilities include:
 - (1) Coordination and overall management of the SWPSC;
 - (2) Serving as a voting member during SWPSC meetings;
 - (3) Maintaining a list of prioritized action items; and

- (4) Briefing the CGSOHC on the top three issues identified during SWPSC meetings at CGSOHC quarterly meetings.
 - b. Committee Members. Assigned Coast Guard elements will serve as voting members and designate a representative to attend SWPSC meetings of the SWPSC and vote on their behalf. Committee Members are listed in Appendix I to this enclosure.
 - c. Advisory Committee Members. Upon request by the SWPSC, Advisory Coast Guard elements will provide representatives to attend meetings of the SWPSC and advise the voting board on SRM issues. Potential Advisory Committee Members are listed in Appendix I to this enclosure.
 - d. Technical Support Teams (TST). TSTs are sub-committee work groups directed and appointed by the SWPSC that independently address and provide advice on a specific issue or issues, (e.g., SWPs for a single user community or geographic region). These groups may be organized by geographic regions (e.g., Areas, Districts, Sectors and Groups), by type of assets (e.g., aviation, cutter, boat, shore), by activity (e.g., LE, SAR, PS, MS, etc.), or as directed by the SWPSC. Specific TSTs shall be formed to address and shall regularly present information to the SWPSC on:
 - (1) Confined Space Entry / Gas Free Engineering;
 - (2) Motor Vehicle Safety;
 - (3) Emergency Vehicle Operations, Equipment, and Driver Qualifications;
 - (4) Vessel Trailing;
 - (5) Noise exposure;
 - (6) Lockout / Tagout; and
 - (7) Thermal Stress.
5. Procedures. The SWPSC will meet quarterly to participate in briefings and meetings on SWP initiatives, to discuss issues and requirements, review submitted action items and establish a priority list for future developments and acquisitions. Quarterly meetings will be attended by all Committee Members or an alternate designated by the organizational element. A recorder, provided by the Office of Safety and Environmental Health, Commandant (CG-113), shall record all meeting proceedings. The top three recommendations from the SWPSC quarterly meeting shall be forward to the CGSOHC for tracking. The meeting format will remain flexible but will include at a minimum:
- a. **Introductions** of all participants;

- b. **Recap of previous quarterly meeting.** All projects that were modified in status from the previous quarterly meeting will be discussed. This includes those issues upgraded, downgraded, added, and closed;
- c. **TST presentations.** Assigned TSTs will present the results of their investigations;
- d. **Application & prioritization voting.** The collective Committee Members prioritize new and existing actions regarding SWPs. In addition, items deemed “closed” will be removed from the active list with appropriate documentation; and
- e. **Field unit/vendor visits.** Invited vendors, and field unit representatives, may participate in briefings to inform the board and attendees of SWP-related products and/or services.

Appendix I - CGSOHC SWPSC Membership

Committee Membership		Potential Advisory Committee Members	
Commandant, G-MO (Chair)		Commandant, G-OPD	Immigration & Customs Enforcement
Commandant, G-OPL		Commandant, CG-132	
Commandant, G-OCA		Commandant, CG-45	Customs and Border Protection
Commandant, G-OCS		AR&SC	
Commandant, G-MOC		ELC	Secret Service
Commandant, CG-441		LANTAREA	Naval Safety Center
Commandant, CG-41		PACAREA	Air Force Safety Center
Commandant, G-MOR		D1	Army Combat Readiness Center
Commandant, CG-113		D5	
		D7	
Recorder–CG-113 (non-voting)		D8	
		D9	
		D11	
		D13	
		D14	
		D17	
		Coast Guard R&D Center	